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8-25-47
PMA A-36

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.
:
: Number 160 November 22, 1948
:
: PMA PROCEDURE TRANSMITTAL

Reserve

NOTICES

PERSONNEL DESIGNATION

Mr. Clarence A Kulp has been appointed as Administrator's Fieldman for the states of Illinois, Indiana, Michigan, Ohio and Pennsylvania. Mr. Kulp's appointment was effective November 15, 1948, and his address will be at the PMA State Office, 928 North 3rd Street, Harrisburg Pennsylvania.

LOST GAO CREDENTIAL CARD

There has been reported the loss of General Accounting Office credential card No 1289, with expiration date of September 30, 1949, issued to Calvin B. Herrell Special Auditor. The bearer of such card should not be recognized and if the card is presented it should be taken up and forwarded to the General Accounting Office, Washington 25, D. C.

SECURITY CLEARANCE

SECURITY CLEARANCE REQUIRED OF ALL PERSONS REQUESTING PASSPORTS: The Department of State now requires that all persons applying for passports must have security clearance whether or not the travel is for the purpose of attending international meetings. As soon as it has been determined necessary for PMA representatives to travel to any foreign country on official business a memorandum signed by the Branch Director or Administrative Officer concerned should be addressed to the Chief, Personnel Division, Attention: Investigator, asking that security clearance action be initiated. If the traveler is an employee of the Department his agency and grade of position should be given. If he is not, the memorandum should be accompanied by a completely and accurately executed copy of Form AD-125, Personnel Questionnaire, and by a list of the traveler's addresses for the past five years.

The Foreign Travel Procedure 211.3 will be revised to include this requirement as soon as the Department Regulations on this subject are released.

NEW RELEASES

ADMINISTRATIVE
NOTICE NO. 113
11-15-48

CENTRAL PROJECT FILE ON RESEARCH, MARKETING SERVICE AND STATISTICAL WORK: This notice is a preliminary instruction to branches relative to PMA's responsibilities in the establishment of a central uniform project system in the Department, as specified in Secretary's Memorandum No. 1233. Distributed separately to (A) (B Washington Only)

DISTRIBUTION:

A, B

Page 1

REVISIONS AND CHANGES

101.6 CONTRACTING OFFICERS OF COMMODITY CREDIT CORPORATION:
 EXHIBIT A The following appointments have been approved by the
 10-13-48 Manager, Commodity Credit Corporation and should be
 added, in alphabetical order to Exhibit A:

<u>NAME</u>	<u>BRANCH</u>	<u>OFFICE</u>	<u>NO.</u>	<u>LIMIT. OF AUTH.</u>
Barton, V. G. 10-25-48	PSO	State College, N.Mex.	Cb-21	Operations of state office
Vance, Archie M. 10-25-48	PSO	State College, N.Mex.	Cb-20	Operations of state office

The following corrections should be made on Page 1 of the Exhibit: Banks, Royce K. Limitations of Authority should be: "Operations of Dallas office." and Barfield, Ellen Limitation of Authority should be: Operations of Atlanta office." Also, the following revocations have been made and should be deleted from Exhibit A:

<u>NAME</u>	<u>BRANCH</u>	<u>OFFICE</u>	<u>NO. OF APPOINTMENT REVOKED</u>
Ellis, L. B. 10-26-48	GR	Washington, D. C.	70
McGarry, D. E. 10-26-48	GR	Washington, D. C.	41

Distribution: A

104.1 DIRECTORY OF PERMANENT I PROVISIONS AND SUGGESTION
 EXHIBIT A AWARDS COMMITTEES: This directory has been revised
 REVISED to incorporate several recent changes in the names
 11-16-48 and other information on committee chairmen. REMOVE
 Exhibit A dated 4-26-48 from the manual and insert
 the attached. Distribution: A, B.

113.1 FMA STATE CHAIRMAN: Make the following change on Page 1
 EXHIBIT A of Exhibit A: Mr. Ira Quience Rice has been designated
 7-22-48 to serve as Acting Chairman of the Idaho FMA State Office.
 Mr. Rice replaces Chairman Alvin V. McCormack. Distribu-
 tion: A, B.

* * *

DIRECTORY OF
PMA MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEES

PMA CENTRAL MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEE

<u>NAME AND TITLE</u>	<u>ROOM</u>	<u>EXTENSION</u>
CHAIRMAN: R. W. Herder, Director, Budget and Management Branch	5089A	3803
Robert H. Fuchs, Assistant Director Fiscal Branch	6070	2447
John C. Hamilton, Administrative Officer Office of the Assistant Administrator for Production	3722	3046
R. Douglas Smith Chief, Personnel Division Budget and Management Branch	5745	5145
W. A. Suto, Auditor, Audit Branch	1932	2551
A. R. Tuttle, Assistant to the Director Livestock Branch	3062	5731
W. E. Underhill, Assistant to the Manager Office of the Manager, Commodity Credit Corporation	213-W	3877
EXECUTIVE SECRETARY: H. I. Dunkleberger, Chief Organization and Management Div., BM Branch	5603	4775

BRANCH MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEES

<u>BRANCH OR OFFICE</u>	<u>CHAIRMAN</u>	<u>MEMBERS</u>
Office of the Manager, Commodity Credit Corporation	W. E. Underhill Assistant to Manager, CCC Rm. 213-W, Ext. 3877	
Office of Assistant Administrator for Production	John C. Hamilton Administrative Officer Rm. 3722, Ext. 3046	
Office of Assistant Administrator for Marketing	J. B. Wyckoff Special Assistant to Administrator Rm. 5768, Ext. 3111	
Agricultural Conservation Programs Branch	Joseph Weeks Administrative Officer Rm. 3760, Ext. 3845	

DIRECTORY OF
PMA MANAGEMENT IMPROVEMENT AND SUGGESTION AWARDS COMMITTEES

<u>BRANCH OR OFFICE</u>	<u>CHAIRMAN</u>	<u>MEMBERS</u>
Compliance and Invest- igation Branch	Harrison M. Fort Administrative Officer Rm. 2727, Ext. 5488	Stephen S. Sarrapede Mary E. Lewis
Cotton Branch	C. L. Finch, Chief Standards and Futures Division Room 304 Anx., 2147	Dr. John W. Wright Frank Reed
Dairy Branch	Don S. Anderson Assistant Director Rm. 2960 Ext. 4203	Walter J. Venske Henry G. F. Hamann Leon M. Davis Burton A. Baker Harlan J. Emery Howard C. Feddersen
Fats and Oils Branch	Robert M. Walsh Assistant Director Rm. 3968, Ext. 6375	C. B. Gilliland Margaret Jongbloet
Fiscal Branch	Robert H. Fuchs Assistant Director Rm. 6470, Ext. 2447	J. W. Harvey W. R. Kelly L. J. Powers L. C. Wands R. P. Beach
Food Distribution Pro- grams Branch	M. M. Sandstrom Assistant Director Rm. 4966, Ext. 3277	Gene L. Hall Isabelle M. Kelley S. C. Vanneman J. P. Milnor F. M. Townsend P. H. Nettleton T. A. Dreis
Fruit and Vegetable Branch	M. W. Baker Assistant Director Rm. 2077, Ext. 5271	Robert Bier Erwin M. Graham W. C. Hasbrouck
Grain Branch	John C. Brown, Jr. Assistant to Director Rm. 3080, Ext. 3041	Frank C. Heiss Grant G. Thompson
Information Branch	Charles T. Myers, Jr. Assistant to Director Rm. 2625, Ext. 5711	Lance G. Hooks Cyrus R. Briggs Edward J. Seidel

DIRECTORY OF
PMA MANAGEMENT IMPROVEMENT AND SUGGESTION AWARD COMMITTEES

<u>BRANCH OR OFFICE</u>	<u>CHAIRMAN</u>	<u>MEMBERS</u>
Livestock Branch	A. R. Tuttle Assistant to Director Rm. 3062, Ext. 5731	R. D. Conklin F. W. InMasche F. D. Cronin
Marketing Facilities Branch	J. Stanford Larson Marketing Specialist Rm. 2934, Ext. 4354	H. S. Yohe J. C. Winter C. B. Bowling Lucile M. Austin
Marketing Research Br.	Budd A. Holt Assistant Director Rm. 5973 Ext. 2829	
Audit Branch	W. A. Suto Auditor Rm. 1932, Ext. 2551	D. J. Harill J. F. McShea
Budget and Management Branch	H. I. Dunkleberger Chief, Organization & Management Division Rm. 5603, Ext. 4775	C. N. Mason Paul Preston John Whalen
Poultry Branch	Joseph Wm. Kinghorne Assistant Director Rm. 2090, Ext. 6193	Frank E. Blood Melvin W. Buster Hermion I. Miller
Price Support and Foreign Supply Branch	Henry Wood, Jr. Assistant to Director Rm. 3090, Ext. 4487	J. Murray Thompson Joseph B. Long Mabel Van Roy
Shipping and Storage Branch	C. R. Rodwell Deputy Director Records and Inventory Rm. 1091, Ext. 3664	B. S. Soleau H. B. Collings David Smith W. F. Wetzel
Sugar Branch	George A. Dice Assistant Director Rm. 4067, Ext. 4695	Elwood E. Jarnagin H. J. Craig
Tobacco Branch	Stephen E. Wrather Assistant Director Rm. 4745, Ext. 2567	W. M. Richardson Quentin W. Roop James T. Burnett Milton S. Briggs

